



**South Coast Air Quality Management District**  
**Engineering & Compliance**

*Policies &  
Procedures*

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**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT**

**MEMORANDUM**

**DATE:** February 6, 1986  
**TO:** All Engineering Division Personnel  
**FROM:** Sanford M. Weiss, Director of Engineering /s/ SMW  
**SUBJECT:** Verbal Approvals

The practice of issuing verbal P/C's to an applicant is to discontinue immediately. Even though a company may be a small company, or the permit unit may not be a large emitter of air contaminants, an Engineer or Supervisor may no longer inform the company that the equipment has clearance to be built.

If the applicant is under time pressure to receive authorization to proceed, then you may request priority typing of their Permit to Construct from the Permit Processing Unit after obtaining authorization from any of the Senior Engineering Managers. The applicant can be invited to pick up the document in person.

JFN/ccb

Cc: J.A. Stuart, Executive Officer  
J.M. Lents, Chief Deputy Executive Officer  
C.L. Coleman, District Counsel  
E. Camarena, Director of Enforcement